

Service Coordination Board Meeting Summary

Date: 14 November 2012

Members in attendance:

	Member	In Attendance
AES	John Maclean	√
	Geoff Pile	√
ASD	Michael Borland	
	Ali Nassiri	√
XSD	Mark Beno	√
	Chris Jacobsen	√
Upgrade Project	Tom Fornek	
	Mohan Ramanathan	

Secretary: Steve Davey

Agenda

- Review Action Items from 7 November Meeting
- Report on the Status of Proposals
- New Business

Meeting Summary

New Action Items

Action item (Davey): Draft roles and responsibility descriptions for project system stakeholders.

Review Action Items from 7 November Meeting

1. Action item (Pile): Review SCU project proposal effort estimates (proposal 1153); per Ramanathan, effort estimates appear too low.

Pile worked with the Project Manager Ivanyushenkov to develop the schedule/effort estimates and is satisfied that the estimates are good. Action item closed.

2. Action item (Davey): Provisionally approved proposals from Chupas and Chapman (proposals 546, 547, 1095, and 1097) need to detail requirements (e.g., effort estimates) – facilitate project planning support. Action item open.

Developing Project Plan

Beno: McChesney was asked on behalf of the SCB to provide project planning information for the Installation of 29-ID IEX beamline (proposal 1193). She sought help from the MED engineer that had been working on IEX designs but was advised that the engineer was now committed to other tasks and not available to help with the planning. McChesney spent many hours to prepare the estimates. A team approach is needed.

Beno: The form that was provided to report the estimates was problematic. For example: the pull-down list of names of “effort resources” was indefensible, it included every person at Argonne.

Pile: The requestor needs to provide the scope of work. The support team leaders can act as facilitators to support the requestors. The Excel form is a work in progress that can be improved.

Action Item: Draft roles and responsibility descriptions for project system stakeholders.

Report on Status of Proposals

The summary of the proposal project plans was prepared by Torres and distributed to the Board ([APS_1432632](#)). The report has rolled up the effort requested to date.

Some provisional approved proposals still need to better define their specific requirements. Once the more detailed project plan is provided, the group leaders of the groups providing the services will review the plan with approval indicating that the group can commit to providing the service.

New Business

SCB meetings will be changed from weekly to every two weeks.